Maintenance Action (Select Only One)		User's Name	
		ACE User ID	Phone
Add User		E-mail	
Update User		Agency Name	
Delete User		SPAHRS Agency Code(s) _____; _____; _____; _____; _____; _____ To add additional agency codes, go to page 2.	
Deletion date			
		MSPB, DFA / MMRS Only All Agencies	

Agency / Department Use Only				
Recruitment / Hiring Permissions		**Approval Groups (Requisition and Hiring)**		
Check one	Originator		**Check all that apply**	Human Resource Approver	
	HR Liaison			Department Approver	
Check all that apply	Hiring Manager				
	Create OHC Notice Templates				
	Send OHC Notices				

MSPB HCCP Use Only										
Recruitment Permissions (Check all that apply)										
Read Only (selection overrides Add, Update and Delete)		Class Specs	Add		Update		Delete			
		Job Postings	Add		Update		Delete			
		Benefits	Add		Update		Delete			
		Requisitions			Update					
Additional Permissions (Check all that apply)										
View Confidential Information		View Personal Information			Draft Posting Checkbox Enabled					
Edit Applicant's Master Profile		Create / Edit Ad Hoc Reports Beta			Can Edit Active Job Postings					
Recruitment Requisition E-mail Notification (Choose One)										
Send notification only on recruitment requisition creation and when user's action is required										
Send notification at every step in the life of the recruitment requisition										

DFA/MMRS Use Only				
Read Only		**System Admin**		

Authorized SPAHRS Security Contact	
Name (Print or Type)	Phone
Signature	Date
Complete and return this form to: mash@dfa.ms.gov (Subject Line: *NeoGov*) Dept. of Finance and Administration / MMRS Robert Clark Building 301 North Lamar Street, Suite 400 Jackson, MS 39201 Fax Number: 601-359-6551	**FOR MMRS USE ONLY:** Processed Date _____ By _____

This page cannot be submitted separately. It must be submitted with the first page of document.

Additional SPAHRS Agency Codes
User's Name
ACE User ID
Agency Name
SPAHRS Agency Code(s)   _____ _____ _____